

Householder application for planning permission for works or extension to a dwelling

National Requirements

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
 - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
 - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
 - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article

Local Requirements

The following items are the various elements which should be submitted in support of proposals for these application types. **It should be made clear that not all the requirements listed will apply in all circumstances but that it will be for the applicant to demonstrate that they have had clear regard to those matters which are applicable.** For example, if the development proposed is located close to any trees, either on or off site, then it will be necessary for the submission to show that regard has been had to this fact. Consideration of the required points should be made under separate headings within the Design and Access Statement, or within a separate document if appropriate. The accuracy of any submission, and the completeness of the relevant information, will be assessed by our Validation Officers. A failure to accurately and robustly consider all of the relevant points will mean that the application is held as invalid pending satisfactory receipt of the necessary information.

Householder applications (not in a Conservation Area)

- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions) – consideration of.
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Tree survey/Arboricultural implications

Householder applications in a Conservation Area

- Daylight/sunlight assessment
- Flood risk assessment (e.g. for applications in Environment Agency Flood Zone relating to basements or rear extensions)
- Conservation Area Appraisal/Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)
- Other plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres)
- Photographs/photomontages showing the whole building and its setting and/or the particular section of the building affected by the proposals
- Tree survey/Arboricultural implications